

**TOWN OF UNION
MONTHLY BOARD MEETING
Minutes of Thursday, October 3, 2013**

The Town of Union monthly board meeting was called to order by Chairman Kendall Schneider at 7:00 p.m. on Thursday, October 3, 2013 at the Evansville Fire Station, 425 Water St., Evansville, WI. Members in attendance included Chairman Schneider, Supervisors George Franklin and Kim Gruebling, Treasurer Sharon Franklin, Clerk Regina Ylvisaker, Building Inspector Bob Fahey, and Constable Eric Larsen. The Pledge of Allegiance was recited.

Clerk's Minutes (July 11 & September 5, 2013)

Motion to approve the minutes of the July 11, 2013 and September 5, 2013 Board meeting minutes as written made by Schneider/Franklin. Motion carried by unanimous voice vote.

Treasurer's report

Treasurer Sharon Franklin reported balances as of September 30, 2013:

Local Gov't Investment Pool General Fund	\$	0.00
Park and Recreation Fund	\$	12,470.30
UB&T Money Market Sweep Account	\$	113,426.60
UB&T Checking Account	\$	15,000.00
Wayne Disch Memorial Park Fund	\$	2,890.41
Morning Ridge Stub Road CD	\$	20,778.60

Escrow Accounts:

Teresa Lane:

Bank of Monticello	\$	1,160.94
Michael Kipp	\$	386.97
Mastec, LLC	\$	397.01

Board Action: Budget Line Adjustments if Required

None required.

Constable's report

Kendall Schneider wanted to discuss the 2014 RCHS contract under this agenda item. Schneider had spoken with the Town of Magnolia, who stated they hadn't used the RCHS at all last year and they were offered the same annual flat rate as Union. Schneider likes the flat rate concept, as it allows the Town to more accurately budget for Humane Society services. Gruebling agrees, and views it like an insurance policy against the possibility of large litters of animals being turned in, or animal abuse cases, which could increase costs significantly and without notice. Additionally, the flat rate billing would streamline the billing process. Clerk Ylvisaker noted that to date the Town has paid \$1,210 in fees to RCHS. The contract amount as reported by Eric Larsen was \$1,500 annually. Larsen explained that RCHS wanted a fixed rate for each municipality, with Janesville and Beloit paying significantly more than other municipalities due to their size and services used. It would allow the Town to control their budgeting; however, it is dependent upon all municipalities in the County signing on and sharing the cost.

Motion to grant Larsen authority to sign the Rock County Humane Society contract for 2014 made by Schneider/Gruebling.

Discussion: Sharon Franklin asked what the time period of the contract is; Larsen stated RCHS wanted to run two-year contracts. Franklin would like to know when the payments would need to be made, and whether the Town would be paying for both contract years at once or in two annual payments. The Town would prefer two annual payments in February, with February 15 being ideal. Agreed by all to amend motion as discussed, to authorize Eric Larsen to sign the RCHS contract for a period of two years (2014-15) with two annual payments of \$1,500, due each year on February 15.

Motion carried by unanimous voice vote.

Larsen reported receiving no calls during September. He will contact RCHS tomorrow regarding the contract.

Building Inspector's report

Building Inspector Bob Fahey issued the following permits during September:

Date	Permit #	Name	Address	Description	Construction Cost	Permit Fee \$
9/23/2013	13-24-B	Landmark Coop	6631 N Cty Hwy M	Install larger door	\$ 7,500.00	\$ 60.00
9/26/2013	13-25-B	Union Township	15531 W Green Bay Rd	36 x 48 Building		
9/29/2013	13-26-B	Robert Lieck	10826 N Long Rd	60 x 90 pole building		\$ 180.00

Recycling Center Update

The new padlock for the gate has been installed, and keys will be distributed.

Board Action: Review and Approval of Waste Hauling Contract

Motion to approve contract with a monthly amount of \$757.50 for a three year period beginning November 2013 made by Schneider/Gruebling. Motion carried by unanimous voice vote.

Follow Up Reports

None.

Public Comment (5 min max per item, no action will be taken on any issues)

Christi Langer, representing Robert Leick, was in attendance to discuss the timeline for building a new home on their property. Leick does not know if he will be able to be continuously building the home, and therefore he is reluctant to sign anything regarding a time frame for removal of the other house. They would like to know if, because the new house will be built on a slab, two permits could be pulled: one for the slab and one for the home. A nine month time limit for building the new home would be difficult for them to meet; however the two year length of a building permit would be easier for them to meet as Leick works out of state and they will be doing the work themselves. Fahey stated an early start permit would cost \$60, with the assumption that construction would start in the spring. Schneider stated they should apply for the early start permit to put in the foundation now, then apply for the building permit when they are ready to start construction, at which time they would have the previously agreed upon 9 months to build the home. The date in the agreement drafted by the Town would be determined at the time the building permit is issued.

Sheriff's Deputy from Rock County was in attendance to address any resident concerns or complaints. Gruebling states he sees Evansville Police drive through his subdivision, but does not see Rock County. He would appreciate seeing them drive through occasionally.

Public Hearing: Review and action on request made by Dennis Hull, 4811 Tonyawatha Trail, Monona, WI for a conditional use land division to separate existing buildings and land from parcels 6-20-293 and 6-20-293.002, to add to parcel 6-20-293.001, thereby enlarging parcel 6-20-293.002 from ~1.25 acres to ~3.1 acres. The parcels are located in the SW ¼, NW ¼ of Section 34, 6500 N. Hyne Rd., Evansville, WI. (The Plan Commission recommended approval at the 9.26.13 meeting)

Public hearing opened at 7:28 p.m.

Franklin asked about the inclusion of the road right-of-way in the survey; Hull stated that Ron Combs addressed the issue at the Plan Commission meeting, and it was included to ensure that the appropriate amount of acreage was ultimately included in the parcel and dedicated to the right-of-way. Combs was contacted via phone, and he clarified that the lot size would be 3.1 acres after the dedication of the road, and the entire lot size is approximately 3.5 acres.

Public hearing closed at 7:38 p.m.

Motion to approve request made by Dennis Hull, 4811 Tonyawatha Trail, Monona, WI for a conditional use land division to separate existing buildings and land from parcels 6-20-293 and 6-20-293.002, to add to parcel 6-20-293.001, thereby enlarging parcel 6-20-293.002 from ~1.25 acres to ~3.1 acres made by Schneider/Franklin.

Roll call vote: Schneider – Yes; Franklin – Yes; Gruebling – Yes. Motion carried 3-0.

Fire Number Sign Replacement Status Update

Regina Ylvisaker received an order status update earlier in the week, and was told that the signs were about 2 weeks from completion. She reported that several fire numbers have been requested since the initial order for replacement signs from the Town-wide survey was placed. There is generally a set up charge for each sign order placed, and

therefore she recommended waiting until spring to place any more orders for fire numbers so the order would be larger and more economical.

Municipal Building Status Update

Schneider reported sending the building permit number to Cleary earlier in the week. Cleary hoped to go out to check the site shortly.

Roadwork/Snowplowing

No snowplowing contract has been received from Footville Trucking yet; Josh Wiser will contact FTC.

Board Action: Delegates to WI Towns Association Meeting in October, Approval of Registration Fees

The Towns Association Meeting is Sunday-Tuesday, October 27-29, at the Middleton Marriott. Gruebling and Schneider would both like to attend the workshops on Monday.

Motion to approve attendance and related registration fees for Gruebling and Schneider to attend one day of the WTA 2013 Meeting made by Schneider/Franklin. Motion carried by unanimous voice vote.

Ylvisaker will handle registration.

SVRS Relier/Provider Changes in 2014

Ylvisaker explained the nature of the changes to the Board. Duties which the Town will be responsible for in the Statewide Voter Registration System (SVRS), which were previously handled by the County, include voter registration record maintenance; absentee ballot issuance, tracking, and reporting; poll book maintenance and reconciliation; and election reporting. Ylvisaker clarified that the amount of additional work will vary dependent upon the number, size, and type of elections; amount of voter registrations; number of absentee ballots; and other factors. The majority of the work will occur immediately prior to and following elections. She is scheduled to attend one training session on the use of the SVRS database at the County Clerk's office, and will need to attend an additional two-day training at the Government Accountability Board. There will be an increased amount of paperwork to be maintained in conjunction with the change in duties as well.

The adoption of Resolution 2013-02 and dissolution of MOU on the agenda tonight are both required to continue the process of changing the SVRS maintenance and administration duties over from the County to the Town.

Public Hearing: Adoption of Resolution 2013-02, A Resolution Supporting Agreements Between the Town of Union and the Government Accountability Board Regarding use of the Statewide Voter Registration System (SVRS)

Public hearing opened at 7:58 p.m.

Schneider read the text of Resolution 2013-02 into the record:

WHEREAS, Congress passed the Help America Vote Act of 2002 (HAVA) to create a more uniform voter registration and voting system in the United States; and

WHEREAS, the Wisconsin Government Accountability Board (GAB) is charged with implementing a Statewide Voter Registration System (SVRS) that complies with HAVA; and

WHEREAS, local units of government understand their obligations and commitments as mandated by HAVA and state statutes to administer, implement and maintain local voter registration information within a centralized SVRS; and

THEREFORE, BE IT RESOLVED, the Town of Union directs the Town Clerk to enter agreements stating the municipality's intention to follow the technology, security, maintenance, support, and process guidelines developed by the Government Accountability Board relating to use of the Statewide Voter Registration System (SVRS).

FURTHER, BE IT RESOLVED, that a copy of this Resolution be sent to the Government Accountability Board.

Adopted this 3rd day of October, 2013

Public hearing closed at 8:00 pm.

Motion to adopt Resolution 2013-02, A Resolution Supporting Agreements Between the Town of Union and the Government Accountability Board Regarding use of the Statewide Voter Registration System (SVRS) made by Gruebling/Schneider.

Motion carried by unanimous voice vote.

Board Action: Approval of Dissolution of Memorandum of Understanding Between Rock County and the Town of Union for SVRS Services

Ylvisaker explained this action is required to terminate the SVRS “provider” services that the Town has been contracting with the County to provide, effective December 31, 2013.

Motion made to approve the Dissolution of Memorandum of Understanding Between Rock County and the Town of Union for SVRS Services by Gruebling/Schneider. Motion carried by unanimous voice vote.

GAB Accessibility Report

Ylvisaker reviewed the Accessibility Audit Report received from the Government Accountability Board following their review conducted at the February 19, 2013 election. All but one of the findings were issues with accessibility signage, and compliance will be achieved with materials available from the GAB. The auditor did note that the accessible entrance door required more than 8 pounds of force to open with a closed fist; by law, if the accessible entrance has no accessible features, the door needs to be opened with a closed fist using 8 pounds of force or less, which allows a voter with limited use of his/her hands or arms to easily open the door. The entrance to the Fire Station does not have any accessible features (i.e. push button door opener). A resolution which is acceptable to the GAB is to purchase and install a remote doorbell which can be used to signal election workers that an individual outside the entrance needs assistance with the door. The doorbell can be installed temporarily only for election days, and should cost approximately \$25-30. Ylvisaker recommends this approach, and making the purchase after the first of the year.

Motion to approve purchase of remote doorbell/buzzer to comply with GAB accessibility report findings after January 1, 2014 made by Schneider/Gruebling. Motion carried by unanimous voice vote.

Schedule Working Budget Meeting

The Board will meet on Tuesday, October 22 at 6 p.m. at Creekside Place for the working budget meeting. Alternate location will be the Eager Free Library; alternate date will be Wednesday, October 23. Ylvisaker will make arrangements.

Pay Bills

As there was no further business to come before the Board, a motion to adjourn and pay bills was made by Schneider/Franklin. Motion carried by unanimous voice vote. Meeting adjourned at 8:13 p.m.

Respectfully submitted by Clerk Regina Ylvisaker

Note: minutes are considered draft until reviewed and approved by the Town Board at a properly noticed meeting.

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